The Boulder County

Dynamic HomeFinder

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User's Guide

Final Release 2.0c

September 4, 1995

Introduction

Welcome to the Dynamic HomeFinder. We hope you enjoy using this new and productive tool for searching residential and attached dwelling MLS information (this system does not search for vacant land or commercial/industrial listings). The Dynamic HomeFinder was developed to provide real estate agents with an efficient method of quickly and easily searching residential and attached listings based on your client's criteria.

How To Use This Manual

This manual contains four chapters:

Chapter 1, Using Dynamic HomeFinder - provides basic information that you will need to know in order to use Dynamic HomeFinder.

Chapter 2, Performing Searches with Dynamic HomeFinder - gives a step-by-step tutorial that will walk you through two different searches using Dynamic HomeFinder.

Chapter 3, Getting the Most Out of the Dynamic HomeFinder - contains more advanced information about certain features of the Dynamic HomeFinder that were not covered in Chapter 1 or Chapter 2.

Chapter 4, Updating Dynamic HomeFinder Listings - explains how to update Dynamic HomeFinder listings from Maestro.

New users of Dynamic HomeFinder will need to read Chapter 1 and perform the searches in Chapter 2 in order to learn to effectively use the Dynamic HomeFinder. Once completed, you will be able to locate listings based on various search criteria, display information about listings, and print reports about listings of interest. After mastering the basic features of Dynamic HomeFinder, you will want to familiarize yourself with the topics in Chapter 3 that describes Dynamic HomeFinder's advanced features. If are a licensed user of Dynamic HomeFinder you will want to keep the listing information current with those in Maestro. Chapter 4 provides the instructions to update Dynamic HomeFinder listings.

Prerequisites

Dynamic HomeFinder is an easy tool to use. However, it requires that you have some prior knowledge

of how Microsoft Windows applications work. If you are not familiar with running MS Windows applications, you may want to run the MS Windows on-line tutorial. You run the MS Windows Tutorial by selecting Windows Tutorial from the Help menu of the Windows Program Manager.

All Dynamic HomeFinder users must be registered Maestro users since the data stored locally is from the Maestro system. Updating this data will require an account on the Maestro system. Dynamic HomeFinder is not intended to replace or compete with Maestro, but, rather, to act as a graphical tool to assist you in searching and browsing all the data that Maestro provides.

Dynamic HomeFinder must be installed on your system before you may run it. Dynamic HomeFinder is installed from four disks. The installation instructions are found on the labels of these disks. Please refer to these instructions for installing Dynamic HomeFinder.

The Dynamic HomeFinder will run on Windows 3.1, 3.11 for Workgroups, Windows NT, or Windows 95 as well as under Win-OS/2. It requires a minimum of 4MB of free memory to run, which means if you have only 4MB of physical RAM you will have to enable virtual memory and the HomeFinder is likely to be slow. If you have 8MB of memory, the HomeFinder will run very quickly. A 386 is also required, but even a high-end 386 should be fast enough for good performance with the HomeFinder.

Chapter 1
Using Dynamic HomeFinder

This chapter explains the basic operations of the Dynamic HomeFinder. If you are new to the Dynamic HomeFinder it is essential that you read this chapter.

Before Dynamic HomeFinder may be used for searching for listings, it is necessary to discuss the Dynamic HomeFinder main window and its various graphic controls. This chapter will first explain how to start and exit the Dynamic HomeFinder. Next, this chapter will explain the various ways Dynamic HomeFinder provides helps and hints. Finally, the use of the graphic controls will be described. As you work through this chapter, try using each graphic control as it is explained.

Starting Dynamic HomeFinder

When properly installed, the Dynamic HomeFinder icon is visible in the Dynamic HomeFinder work group. Figure 1-1 shows the Dynamic HomeFinder icon. If you cannot find the Dynamic HomeFinder work group or icon, Dynamic HomeFinder was not installed correctly. Please refer to the Prerequisite section in the Introduction above for instructions on installing Dynamic HomeFinder.

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Figure 1-1. Dynamic HomeFinder Icon

To run Dynamic HomeFinder, double-click on the Dynamic HomeFinder icon Sorry, no pictures online. The mouse cursor appears as an hour glass, indicating the application has started running.

The first time you run Dynamic HomeFinder, it displays a Registration dialog box as shown in Figure 1-2. If you are evaluating Dynamic HomeFinder enter the word "demo" into both the **Name** and **Security code** text boxes and click **OK**. If you are a registered user of Dynamic HomeFinder, enter your assigned

name and security code into the **Name** and **Security code** text boxes and click **OK**. If you do not provide a valid name and security code, you will not be able to run Dynamic HomeFinder.

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Figure 1-2. Register Dialog Box

Once you have supplied a valid name and security code, Dynamic HomeFinder will continue to run.

In order to search for listings, Dynamic HomeFinder must load MLS information. Depending on the number of listings and the speed of your system, this operation may take a few minutes. The Loading Progress dialog box provides feedback on Dynamic HomeFinder as it loads the MLS listings. When loading is complete, the Loading Progress dialog box disappears and the Dynamic HomeFinder main window appears, as shown in Figure 1-3. Dynamic HomeFinder is now ready to perform searches.

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Figure 1-3. Dynamic HomeFinder Main Window running under Windows 95

Exiting Dynamic HomeFinder

Even though exiting is the last activity you perform with a system, it is presented early in this discussion so you will know how to do this when you are finished using Dynamic HomeFinder.

You may exit Dynamic HomeFinder at any time. To exit Dynamic HomeFinder select **Close** from Dynamic HomeFinder's main window menu. This is done by clicking the Dynamic HomeFinder main window menu button Sorry, no pictures online that is in the upper left-hand corner of the Dynamic HomeFinder window. From this menu select the **Close** menu choice. The Dynamic HomeFinder will exit.

Help Provided by Dynamic HomeFinder

As you interact with the Dynamic HomeFinder, notice that it automatically supplies brief help information for every graphical control. When you place the mouse cursor over a graphic control, look at the bottom of the Dynamic HomeFinder main window and you will see a status bar that contains a brief help message explaining the purpose of the graphic control.

In addition to the brief help message in the status bar, Dynamic HomeFinder also provides tool-tip help messages. When the mouse cursor is placed over a graphic control and held very still, a small yellow rectangle will appear that contains a brief description of the control.

The final help facility is the help dialog box. This menu may be accessed by either clicking on the Help button Sorry, no pictures online or by pressing the F1 key. The help dialog box contains a list of hints pertaining a number of Dynamic HomeFinder operations. You can also access program ordering information from this dialog.

Using The Dynamic HomeFinder Map

The most obvious feature of the Dynamic HomeFinder main window is the map (see Figure 1-3). The map shows the region covered by the MLS information, which in your case is Boulder County. Most major roads and highways are indicated as heavy black lines. Also named on the map, and placed in their approximate location are the abbreviated names of major cities. Boulder is in the center of the map, Lafayette (Laf) and Louisville (Lsvl) are toward the lower right corner, and Lyons and Longmont (Lgmt) are near the top of the map. You will see the Diagonal Highway connecting Boulder to Longmont and Highway 36 (the Denver/Boulder Turnpike) leaving the south-east corner of Boulder going towards Broomfield.

Finally, on the map you see several red dots. Each dot represents a real estate listing in the MLS. The displayed listings (dots) are active listings. It is also possible to display sold, pending, and expired listings.

Currently the map shows all of Boulder County without much detail. It is also possible to zoom into specific areas on the map to enable you to view more details such as city boundaries, residential streets, lakes, and parks. Zooming will be discussed later in this chapter.

When MLS information is displayed graphically in this fashion, you can observe overall trends such as where most listings in the MLS are located. In this case, you observe most listings are located in or around the city of Boulder, which makes sense considering it is the population center of the county.

Getting Information About a Listing

You may retrieve information about individual listings by clicking the left mouse button on one of the red dots. To do this move the mouse cursor onto the map and place it over one of the red dots. Figure 1-4 shows an example of a Listing Details dialog box that pops-up when you click on a listing.

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Figure 1-4. Listing Details Dialog

The Listing Details dialog box contains several pieces of information about the selected listing including address, MLS number, status, area, cost, year built, style, square feet, subdivision, schools, cost per square feet, geographic location, STR, garage, lot size, category, zoning, and listing agent.

There are a number of buttons along the bottom and right side of the details dialog. Perhaps the most important of these buttons are the **Remarks** and **Features** buttons. Pressing **Remarks** button causes the remarks for the selected listing to be displayed in the Remarks dialog box. Pressing the **Features** button causes the features for the select listing to be displayed in the Features dialog box. From either the Remarks or Features dialog boxes, press the **Details** button to return the Listing Details dialog box.

The **Next** and **Previous** buttons are used view the details of the next or previous displayed listing. For example if eight listings are displayed on the map, and you select one of those listings to view its details. If either **Next** or **Previous** is clicked you may view the details of another one of the eight displayed listings. If you click **Next** eight times, you will cycle through the listings back to the first one.

To print the detailed information about this listing click the **Print** button. The listing's details along with its remarks and features are printed.

The **Mark** button is used for marking a listing. When a listing is marked its color is turned from red to

blue. Marked listings are used in conjunction with printing certain types of reports. Printing will be discussed later in this chapter. Once you mark a listing with the **Mark** button, the button label changes to **Unmark**. When **Unmark** label appears in this button, this indicates the selected listing is marked. The listing can be unmarked by clicking the **Unmark** button.

The Listing's Details dialog box is dismissed by clicking the **OK** button.

Searching Using Numeric Ranges

Directly to the right of the map are six sliders. You can slide either end. These sliders are used to perform searches on numeric information like cost, total square feet, year built, number of bedrooms, and number of bathrooms. Figure 1-5 shows these sliders.

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Figure 1-5. Sliders

On each slider are labels that indicate the ranges of numeric information contained in the MLS. For example, the **Cost** slider in Figure 1-5 indicates a minimum range of $7,500 (on the left side of the slider) and a maximum range of $2,500,000. This range indicates the minimum and maximum price of listings in the MLS.

The sliders are used for searching for listings that are within specified minimum and maximum values. For example, if you are searching for listings that are between $115,000 and $140,000, drag the left end of the **Cost** slider until the minimum range indicates $115,000; then drag the right end of the slider down until the maximum range indicates $140,000. After moving the slider to your desired minimum and maximum, only those houses whose costs are in that range are appear on the map.

To drag the end of a slider, position the mouse cursor over the end of the slider, press and hold the left mouse button, and drag the cursor to the right or left. As you drag the slider, notice the current range value. When the desired range value is displayed, you may end the drag operation by releasing the left mouse button. Figure 1-6 illustrates the **Cost** slider positioned to search for listings between $91,000 and $137,000.

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Figure 1-6. Cost Slider

You may also adjust the sliders by typing the desired range values. To do this click on the slider's label and then type in the minimum value, followed by a dash, and the maximum value. Using the previous example, if you want to find all listings between $91,000 and $137,000, you would first click on the **Cost** slider's label, and then enter: 91-137. It is not necessary to enter the zeros in this case since Dynamic HomeFinder knows that you mean thousands of dollars. Other sliders, however, may require you to enter in the exact numbers.

Search Results Information

As you use Dynamic HomeFinder's graphic controls to search, the number of listings that match your search is displayed immediately below the sliders in the Search Results window. (See Figure 1-7.) . You

will see two numbers in the form: "254 out of 2678 matches". The first number is the count of listings that match your search and are currently displayed on the map. This number is continuously updated so you always know exactly how may listings match your search. The second number is the total number of listings in the MLS information.

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Figure 1-7. Search Results

Searching For Named Items

Directly above the sliders are text search boxes named **Subd, Listed by,** and **Search remarks/features for** (See Figure 1-8). These text search boxes are used to search for listings located in certain subdivisions, listed by certain agents and/or agencies, and that contain certain words in their remarks and features.

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Figure 1-8. Name Search Text Boxes

To search for listings using one of these text boxes, place the mouse cursor in the text box and type the word. All listings that contain the word are displayed on the map.

Here is an example of how to use these the **Subd** text search box. Suppose you desire to search for listings in Martin Acres. To do this you would click in the **Subd** text search box and type: Martin Acres. Press RETURN and all listings that are in the Martin Acres subdivision are displayed on the map.

The text search is not case sensitive so "Martin Acres" and "marTIN aCres" have the same results. In addition, you may be vague by entering only a small portion of the text. For example, you may just enter "Acres", in which case listings in Martin Acres would be found along with listings in Green Acres and Hollow Acres. Likewise, if the search text is "Mar", listings in Martin Acres would be found along with listings in William Martin Homestead and Tamarack ("Mar" matches the "mar" in Tamarack).

When you no longer want to search for a particular name, you may type the word "ANY" into the text search box or backspace over all the characters in the box and press RETURN.

Searching By Status, Area and Style

To the left of the drop-down lists and directly above the map is drop-down list named **Search for.** Clicking on this drop-down list brings up a dialog box that is used to perform searches for listings status, MLS area, and listing style. Figure 1-9 shows the **Search for** dialog box.

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Figure 1-9. Search For Dialog Box

You can search for listings that are of status: active, pending, expired, and sold. You may also search for listings in areas one through seven. Listings that are not in areas one through seven are outside of Boulder County and cannot be searched using Dynamic HomeFinder.

In order to search for listings of a particular status, click on the appropriate round button (i.e., actives, pending, expireds, or solds) and then select the **OK** button. Only one type of listing status may be searched for at a time.

To search for a listing in a particular area, click in the box next to the area name. An "x" will appear in the box. Any or all of these areas may be selected. To turn off your selection, click in the box again to remove the "x". You may use the **Select all areas** button to select all areas, or the **Unselect all areas** button to turn off all selections.

To search for a particular listing style, click in the box next the style name. An "x" will appear in the box. Any or all of these styles may be selected. Notice that residential and attached styles are handled separately. To turn off your selection, click in the box again to remove the "x". You may you the **Select all residential** and **Select all attached** buttons to select all residential and attached styles. The **Unselect all residential** and **Unselect all attached** buttons to turn off all selections.

Once you have selected the desired listing type and/or the desired area, you dismiss the dialog box by pressing the **OK** button.

If you change your mind about your selections, you may press the **Cancel** button and your selections will be disregarded.

Here is an example of how you would use the **Search for** dialog box. Suppose you desire to only search for listings in area 1, click on the **Search for** drop-down, then in the dialog box, click on **Area 1** and an "x" will appear in the box. Close the dialog box by clicking the **OK** button and only those listings that are in area 1 are displayed on the map.

Resetting Search Criteria

Notice the square buttons at the top of the main window on the left side of the screen. There are several buttons, one of these is the Reset button Sorry, no pictures online.

The reset button Sorry, no pictures online is used to reset all search criteria to the default state. To use the Reset button, click it. Dynamic HomeFinder will ask you to confirm the reset operation with a Confirmation Dialog box. If you select **Yes** in the Confirmation Dialog box, all search criteria will be reset to the way they were when you started the session.

For example after you move several of the sliders, and perhaps searched for a named from a text search box, when you press the Reset button, the sliders and all other controls will be reset to their initial state.

Zooming

Another one of the buttons at the top of the main window on the left side is the Zoom button Sorry, no pictures online.

The zoom button Sorry, no pictures online is used to zoom in on the map. To zoom in on the map, first press the Zoom button, the mouse cursor will change to a large arrow cursor when it is moved over the map. Next, position the mouse cursor over the location on the map where you desire to zoom and press the left mouse button. The map view will then zoom into that location. To return to the full map view press the Zoom button again.

Figure 1-10 shows a portion of the map when it is zoomed.

When you are zoomed in on the map, you may use the scroll bars, along the bottom and right side of the map, to view other areas of the map (see Figure 1-10). To scroll the map, drag the small squares in the scroll bars.

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Figure 1-10. Zoomed Map

Printing

Printing is an important operation and as a result Dynamic HomeFinder supports several different report formats.

To print a report, you must first select the Print button Sorry, no pictures online, which is located with the Reset and Zoom buttons at the upper left portion of the Dynamic HomeFinder main window.

When you click on the print button, the print dialog box appears as shown in Figure 1-11. The top portion of the Print Dialog lists eight types of reports that may be generated. You select the report type by simply clicking on it. A selected report is highlighted.

Sorry, no pictures online

Figure 1-11. Print Dialog

In the middle of the Print Dialog box are two round buttons: **Queried listings** and **Marked listings**. When the **Queried listings** round button is pressed, all listings that match the current search criteria (i.e., that are displayed on the map) are printed in the report. When the **Marked listings** round button is pressed, only listings that are marked are printed in the report. (See the "Getting Information About a Listing" section above for instructions on how to mark listings.)

The bottom portion of the Print Dialog box has three more round buttons: **Printer, File**, and **Screen**. These buttons control the destination of the report. When **Printer** is selected, the report is printed on your printer, if you have one attached to your computer. When **File** is selected, the report is printed to a text file. You can later load this text file into your favorite word processor. When **Screen** is selected, the report is displayed on your screen via the Microsoft Windows Notepad application.

Here is an example of how you would used the Print Dialog box. Suppose you want to print a report that contains a one-line summary of all the listings that match your search criteria. First, of course set your search criteria so only those listings you want are displayed on the map. Next, select the Print button Sorry, no pictures online. When the Print Dialog box is displayed, the report you select is **Agent one-line summary report**. Next, select the **Queried listings** round button so all listings displayed on the map will be included in the report. If you want this list printed on paper, select the **Printer** round button. Finally, press the **OK** button.

Sample "Agent Summary Report" (for you to setup showings):

MLS STA AREA ADDRESS PRICE CMP OFFC PHONE LCK

--◇ 110315 ACT 3/0 111 SANDLER
$137,888 2.8 FWLR 443-6050

112223 BAC 3/0 1250 ACROPOLIS DR $138,888 2.8 RMRE 499-9880

113779 FIR 3/0 873 S BERMONT AV $138,888 2.8 SENT 665-8491

114125 ACT 4/3 433 FRANCIS $119,998 2.8 LROL 772-3800

114910 ACT 4/6 2525 DANBURY $124,889 2.8 LPRU 772-2222

Sample "Buyer Summary Report" (to give to your buyer):

ADDRESS LOCALE BED/BATH TOT SF YEAR STYLE PRICE

--◇ 111 SANDLER LAFYETTE
4BR/2BA 2,254 1982 Tri-Lev $137,888

1250 ACROPOLIS DR LAFAYETTE 4BR/2BA 2,171 1977 Tri-Lev $138,888

873 S BERMONT AV LAFAYETTE 4BR/3BA 2,432 1970 Ranch $138,888

433 FRANCIS LONGMONT 5BR/2BA 2,250 1962 Ranch $119,998

2525 DANBURY LONGMONT 4BR/3BA 2,127 1972 Four-Le $124,889

Sample "Agent CMA Report" (to analyze with your seller):

ADDRESS TOT SF BED/BATH LISTED AT SOLD FOR CLOSED DOM $/SF

--◇ 873 S BERMONT AV 2,432
4BR/3BA $138,888 n/a n/a 88 $57

10612 OWENS ST 1,944 4BR/4BA $129,889 n/a n/a 89 $66

101 HEMLOCK WAY 2,321 4BR/3BA $139,888 n/a n/a 88 $60

1100 W 8TH AVENUE DRIVE 2,317 4BR/3BA $124,939 n/a n/a 39 $53

881 COTTONWOOD DR. 2,188 4BR/3BA $139,888 n/a n/a 88 $63

2986 EAGLE WAY 1,977 4BR/3BA $134,997 n/a n/a 97 $68

12442 MARIA CR 1,713 4BR/3BA $135,888 n/a n/a 88 $79

--◇ STATISTICS ON ABOVE
PROPERTIES:

NAME COUNT AVERAGE LOWEST HIGHEST 80% ARE IN THIS RANGE

--◇ LIST PRICE 7 $134,921 $124,950 $139,900 $124,950-$139,900

Sample "Detailed Report" (for most of the important details):

115536 RES Market Area Database ACTIVE 08-29-1995 00:14:57

Address: 2986 EAGLE WAY Style: Townhome List Price: $134,997

Sqft: 1,977 total (1,977 finished, 0 bsmt) Rooms: 4 beds and 3 baths

----

Subdiv: GLENWOOD GARDENS 4 Locale: BOULDER Zip: 80301 Area: 1/5

Elem: COLUMBINE Middle: CASEY High: BOULDER

Lot Size: <NOT PROVIDED> (0 acres) Garage: 1 stall Year Built: 1980

CHECK THIS ONE OUT!!! THE LARGEST UNIT IN THIS PHASE OF GLENWOOD GARDENS.

GAS CONVERSION FOR HEAT!!! APPROX. 1986 SQ FT WITH 4 BEDROOMS AND 3 BATHS.

4TH BEDROOM COULD BE CONVERTED BACK TO PART OF REC ROOM IF DESIRED.

INTERIOR RECENTLY PAINTED, OTHER IMPROVEMENTS IN PROCESS. VACANT - EASY TO

SHOW! PRICED RIGHT FOR A GOOD BUY!

Bi-Level Contemporary Townhome Frame Wood Siding

Painted/Stai Wood Sh/Shng No Basement Hot Water Baseboard

2+ Sources Natural Gas Cable TV Avl Elec Ind Met Gas Ind Metr

Dbl Pane Win City Water City Sewer Elec Rng/Ovn Dishwasher

Refrigerator Sep DiningRm Cath/Valt Ce Pantry Wood Windows

Walk-in Clos Wash/Dry Hks Skylights Full Living Room

Deck Level Privte Party Vac Not Rent Deliv.of Ded

Cash Conventional FHA No Ament Trash

Snow Removal Lawn Care Ext. Maint. Haz Ins Gutters

Sidewalks PropDisclosY Minimum - C Take 1 Ext

House ID#: 1875 Lat/Lon:40deg01'16"N;105deg14'22"W STR: <LOCALE> Zoning: PUD

Listing Agent: MARK ALEXANDER @ 449-3369

Listing Office: COLORADO LANDMARK, R (CLND) @ 443-3377 BuyersComp: 2.8

============== **Information herein deemed reliable but not guaranteed** ============

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Using the Location Marker

There is one final graphic control to discuss. If you direct your attention to the map again, you will notice a small red circle with a "X" drawn through it: Sorry, no pictures online. This is the location marker. Figure 1-12 shows the location marker as it is displayed on the map.

Sorry, no pictures online

Figure 1-12. Location Marker

The location marker is used in conjunction with the **Distance** slider to perform searches for listings that are a specified distance from the marker's location. The distance is represented as a large red circle encompassing homes within that distance, whose center is the location marker.

You may place the marker anywhere on the map. This is accomplished by positioning the mouse cursor over the location marker Sorry, no pictures online, pressing and holding the left mouse button, and then dragging the location marker to some location. Once positioned, you can then use the Distance slider to search for houses that are a certain distance from the location marker.

Here is an example of how you would use the location marker. Suppose you want to find all listings five miles or less from the town of Niwot. First, drag the location marker to the Niwot area on the map. Then, drag the right end of the **Distance** slider down to five miles. Now, only those listings that are within five miles of the location marker appear on the map.

Chapter 2
Performing Searches with Dynamic HomeFinder

If you are new Dynamic HomeFinder user, you need to read Chapter 1 of this manual before attempting the sample searches presented in this chapter.

A Simple Listing Search

Before trying this first search, you need to press the Reset button Sorry, no pictures online so all graphic controls are in the default condition. Please press the Reset button.

This first search we are going to perform is a typical buyer scenario. You are helping a client find a listing in Louisville that costs between $150,000 and $180,000.

To do this first drag the location marker Sorry, no pictures online to the Louisville area. Next, drag the right end of the **Distance** slider so the distance range is between 0 and 3 miles. Notice that as you changed the **Distance** slider, the large red circle representing the distance also changed size and the listings outside of this circle are removed from the map.

Next, drag the left end of the **Cost** slider up to $150,000, and the right end of the slider down to $180,000. As you move the **Cost** slider houses that are outside of the slider range are removed from the map. Now what you see on the map are all listings, in Louisville, or rather within a three mile radius of the marker, and whose cost is between $150,000 and $180,000.

Look at the Search Results window (below the sliders) to see how many listings matched this search.

Zoom in on the map to get a better view of the area you are searching. Select the Zoom button Sorry, no pictures online and click the mouse cursor near Louisville. When zoomed, you should be able to see the geographic details (streets, parks, lakes, etc.) in this area.

Now that you have found some listings that meet your search criteria, inspect some of these listings. To retrieve details about a listing, click on a house. The Listing Details dialog box is displayed. When you click on one of the listings, notice the large green arrows pointing to the selected listing.

Dismiss the details dialog box by clicking the **OK** button. Now select some other listings to view their detail information.

Now you are going to print a buyer's summary report that lists the listings that match the search. Press the Print button Sorry, no pictures online. The Print Dialog box will appear. Select from that dialog box the **Buyer one-line summary report**. Make sure the **Queried listings** and **Printer** round buttons are selected. (If you do not have a printer, select the **Screen** button.) Finally click the **OK** button.

The list of the listings that match your search criteria are printed on your printer.

Performing a CMA

Let's try another search. First click the reset button Sorry, no pictures online so all graphic controls are in the default condition.

This time we are going to do a CMA on a listing in Boulder. It has four bedrooms, and is a 2-story style house. This CMA will be a comparison of homes that have sold in the last 60 days.

First we must load the sold listings. To do this open the **Search for** dialog box, select the **Sold** round button, and then click **OK**. Dynamic HomeFinder will load the sold listings. This could take a few minutes.

When Dynamic HomeFinder is done loading the sold listings, they are displayed on the map.

To perform this CMA we begin be first opening the **Search for** dialog box and selecting **Boulder (Area 1)**. Since the CMA is for 2-story homes, from the **Search for** dialog box we also click on the **2-Story** round button. Finally click the **OK** button. Now only sold listings in the Boulder area that are also 2-story homes are displayed on the map.

Now we want to further refine our search for only those homes that have sold in the last sixty day. To do this we need to go to the Custom Slider dialog box by clicking on Custom button Sorry, no pictures online. The Custom Slider dialog box contains a list of other sliders that may be selected to replace the bottom numeric slider. Select the **Closing date** round button and click the **OK** button. Notice the **Bathrooms** slider is replaced with a slider named **Closed for**. This slider is used to search for listings that have been sold for a certain number of days.

Since we are looking for listings that have closed in the last sixty days, move the right end of the **Closed for** slider down to 60 days. Now only those listings that have sold in the last sixty days are displayed on the map.

Next adjust the **Bedrooms** slider to 4 bedrooms

What is displayed on the map are Boulder listings that have sold in the last sixty days, have 4 bedrooms, and are 2 story homes. Look at the Search Results status bar to see how many listings match your search.

Pick several of the matching listings to inspect their detail information. From the Details Dialog box, use the **Mark** button to mark those listings that you think are most representative of your CMA listing. Marked listings are displayed in blue.

Now select the Print button Sorry, no pictures online and select **Agent one-line CMA report w/statistics** report. In this report we will only be printing marked listings so make sure the **Marked listings** round button is selected. Also select the **Printer** round button. If you do not have a printer, select the **Screen** round button. Finally click the **OK** button.

The listings that match your search and that you marked will be printed along with important CMA statistics like average selling price, minimum and maximum listing price, and 50% cost range.

Ending Notes

Congratulations! You have completed two searches using the Dynamic HomeFinder. You have seen how Dynamic HomeFinder allows you to easily establish search criteria, retrieve information about certain listings and print reports.

Up to this point we have covered a majority of Dynamic HomeFinder's features. However, there are a few details that were not discussed. You may refer Chapter 3, (Getting the most from the Dynamic HomeFinder) in this guide for information on advanced features of Dynamic HomeFinder.

Chapter 3:
Getting The Most From Dynamic HomeFinder

This chapter contains more information about certain Dynamic HomeFinder features that were not covered or only briefly covered in Chapter 1. You will want to read this chapter after you have read Chapter 1 and worked through the scenarios in Chapter 2 and are familiar with the use of the Dynamic HomeFinder.

Saving and Restoring Search Profiles

This section explains how to save and restore search profiles. Search profiles are an import productivity tool that will aid you in remembering the search criteria for a particular client or common search you perform.

A typical real estate agent may have several clients. Each client has their own particular listing they are looking for. For example, client A may be looking for a house in Longmont with a price between $150K and $170K, client B may looking for a condo in Central or North Boulder, and finally client C may be looking for a small 1200sqft house in Lafayette for less than $90K. These are called search profiles. Dynamic HomeFinder allows you to save and restore search profiles so that you can 1) remember your client's search criteria is and 2) automatically set up Dynamic HomeFinder with this criteria.

Prior to saving a search profile you need to set up Dynamic HomeFinder for your search criteria (e.g., 2500sqft, Niwot, Tri-Level, $180-200K). Then you press the Save button Sorry, no pictures online. Dynamic HomeFinder displays the Save Profile dialog, from which you will select the drive, directory and filename in which to save the search profile. (The Save Profile dialog is the standard MS Windows Save As dialog box which is explained in the Windows Tutorial.) When you press the **OK** button from the Save Profile dialog your search profile will be saved.

Restoring a search profile is done by first pressing the Restore button Sorry, no pictures online. Dynamic HomeFinder displays the Restore Profile dialog, from which you will select the search profile file to restore. (The Restore Profile dialog is the standard MS Windows Open dialog box which you should be familiar to you.) When you press the **OK** button from the Restore Profile dialog, your search profile is restored. All graphic controls are set to the values specified in the search profile file.

Now try saving and restoring a few profiles.

The first search profile is for client A. Client A is looking for a house in Louisville, with 4 bedrooms and between 3000 and 3200 sqft. Set all the necessary graphic controls so this search criteria is satisfied. Next click the Save button Sorry, no pictures online. From the Save Profile dialog box, enter "clientA" for the file name, then click the **OK** button.

Reset your search criteria (press the Reset button Sorry, no pictures online). Now set the search criteria for Client B who is looking for a house in the foothills with 4000sqft and a fireplace. Save this profile as "clientB".

Now restore the profile for Client A. Click the Restore button Sorry, no pictures online and from the Restore Profile dialog box, select "clientA" search profile. Click the **OK** button and the search profile will be restored. The graphic controls should be set the match Client A's search profile.

Restore Client B's search profile. Dynamic HomeFinder's graphic controls should be set for Client B's search profile.

As you can see, search profiles are useful for remembering search criteria for each of your clients.

More About Printing

Chapter 1 covered a majority of the Dynamic HomeFinder's printing features. However there are three report types that were not covered and they will be explained here.

If you look at the Print Dialog box, you will notice a report named: Home location report. This report contains geographic information about a listing and is intended for determining a listing's location. This might be useful for new agents since it lists the home's locale, subdivision, STR, and other location information. The following shows an example of this report:

```
DYNAMIC HOMEFINDER LOCATION DEBUG REPORT ON 06-18-1995 16:39:40

HID # AREA LOCALE SUBDIVISION STR LAT/LON


- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


1 1/10 BOULDER HIGHLAND PARK 051S70 39deg59'28"N;105deg13'43"W

2 1/05 BOULDER TWIN LAKES,REPLAT 141N70 40deg02'57"N;105deg10'49"W

3 1/07 BOULDER AURORA TERRACE 321N70 40deg00'27"N;105deg13'40"W

4 1/10 BOULDER HIGHLAND PARK 1 051S70 39deg59'41"N;105deg13'17"W

5 1/04 BOULDER GREEN MEADOWS 191N70 40deg01'53"N;105deg14'02"W

6 1/03 BOULDER NEWLANDS KENNEDY REL 241N71 40deg02'06"N;105deg15'07"W

7 1/07 BOULDER BASELINE SUBDIVISION 321N70 40deg00'47"N;105deg13'20"W
```

Another report type that is available is named Screen capture/map report. This report prints out what you see in the Dynamic HomeFinder main window. This includes a description of the current query (by the contents of the drop-down lists and the sliders), a count of the matches, and the map showing the matching listings. You may use this report to in two ways: 1) to provide you with a map of the locations of listings that match search, or 2) to provide you with a hard copy of the search criteria you were using to find the houses shown in the map. Figure 2, in Chapter 1, is an example of the Screen capture/map report. Note the print quality of the digitized map may not be as good as the screen, depending on your printer.

The final report type creates mailing labels. Note that this system does not have access to InTax records, so the addresses in this report is the actual address of the listing, not the owner's address. Also since this system does not have access to InTax records, the report does not contain the owner's name. The 14-label and 30-label sheets are standard sizes, available at most office supply stores, can be placed directly in the printer or you can photocopy the printout onto the labels.

Printing to a File

In addition to printing to the printer and printing to the screen, Dynamic HomeFinder also supports printing to a text file. From the Print Dialog box, you will notice that **Print to file** round button. When print to a file is selected for the destination of a report, you will be prompted for the file to print with the standard MS Windows file open dialog. A report that has been printed to a file may be treated as any other file: you may view or print it at some later date, or you may import it into some other application like Microsoft Word or Microsoft Excel.

Short-cut Keys

In Chapter 1 we discussed how to use the various Dynamic HomeFinder graphic controls to set up search criteria. If you recall, we also discussed that you could either drag the ends of the sliders with the mouse or you may type range values into a slider's label. Typing values into a slider to change the slider is just one of the many short-cut keys that you may use to interact with Dynamic HomeFinder. These short-cut keys are explained below. Also a summary of these keys is shown in the Help dialog box.

Changing Slider Ranges With Arrow Keys

As another alternative to typing values to change slider ranges, you may also use the arrow keys to change the slider ranges. The left and right (i.e.,) arrows to move the right end of a slider and the up and down (i.e.,) arrows move the left end of the a slider.

Changing Name Lists With Arrow Keys

Besides using the up and down arrows to change the right end of a slider, the up and down arrows can also be used to select items from the name lists: **Subs, Listed by,** and **Style(s)**. To select an item from the name lists, simply click on the name list you desire to change, and then use the up or down arrows to select the next item on the list.

Zoom Short-cut

Chapter 1 explained how you zoom the Dynamic HomeFinder map by pressing the Zoom Sorry, no pictures online button. The same operation may be performed by placing the mouse cursor on the area of the map you would like to zoom and then hold down the Shift key while you click the right mouse button. To zoom back to the full view simply hold the Shift key down and click the right mouse button again.

Location Marker Short-cut

Chapter 1 described how to drag the location marker to various locations on the map. There is also another way to move the location marker. By holding down the Shift key while you click the left mouse button, the location marker will be moved to the current mouse cursor position. This technique is useful when you have zoomed in to an area on the map where the location marker is not visible. By simply holding the Shift key down while you click the left mouse button, the location marker will be moved to the area of the map that you are zoomed in on.

Dynamic HomeFinder Without a Mouse

As with most MS Windows applications, it is also possible to interact with Dynamic HomeFinder without a mouse. To use Dynamic HomeFinder without a mouse, you simply use the tab key to change focus from one graphic control to another. You can also use the Shift-TAB key to go backwards. Once a control has focus you may either use an arrow key to drag the control or enter a return to simulate clicking on a button.

Print Listing Details to a File

If you recall, there is a **Print** button in the Listing Details dialog box. When this button is clicked, the listing details are printed on the printer. You may optionally shift-click on this **Print** button and the listing details are printed to the screen via Microsoft Notepad application.

Lookup by Address or MLS Number

Frequently it is necessary to find a listing by an address or MLS number. This feature is available in Dynamic HomeFinder through the use of the Lookup listing dialog box that is accessed by clicking on the Lookup button Sorry, no pictures online. The Lookup Listing dialog box appears as shown in Figure 3-2.

Sorry, no pictures online

Figure 3-2. Lookup Listing Dialog Box

The Lookup Listing dialog is very similar to the text search boxes (i.e., Subd, Listed by, Search remarks/features) described in Chapter 1 of this manual. However, in Lookup Listing dialog you may enter either an MLS number, a complete address, or a partial address.

For example, suppose you are looking for the listing with the MLS number of 111327. Enter this MLS number into the Lookup Listing text box and click the **OK** button. If the listing is found it will be marked (i.e., displayed as a blue dot) and the listing's details are displayed. If the listing is not found, Dynamic HomeFinder will inform you of this fact.

Another example of how to use the Lookup Listing dialog involves looking for a listing with its address. Suppose the listing's address is 610 Parthenon. Enter this address in the Lookup Listing text box and click the **OK** button. If the listing is found it will be marked.

A partial address may also be entered into the text box. Suppose you only know that a certain listing is on a street named Iliff. Enter this street name into the Lookup Listing text box and click the **OK** button. All listings on streets name Iliff are marked. If multiple homes match, you can use the next button to page through them.

Once the Lookup Listing dialog box is used to search and mark listings, the Mark Checked button Sorry, no pictures online may be used to view the details of the marked listings.

Performing a CMA

In Chapter 1 all of the buttons on the Listing Details dialog were explained except for the CMA button. To access this button, click on a listing to bring up the Listing Details dialog box or perhaps use the Lookup Listing dialog box. Frequently you will use the above lookup property to view a specific listing

you wish to get comparables on.

When the CMA button is clicked, Dynamic HomeFinder automatically establishes search criteria based on the (subject) listing displayed in the Listing Details dialog box. The Location Marker is placed on top of the subject listing. The **Distance** slider is set to 3 miles from the subject listing. The **Total sqft** slider is set to +/-10% of the subject listing's total square footage. The **Bedrooms** slider is set to +/- 1 of the subject listing's number of bedrooms. Finally the map is zoomed in to the area of the listing.

All listings that match the CMA search criteria appear on the map. Now using the Listing Details dialog box, you may inspect these listings or print a CMA report using the Agent CMA Report from the Print Dialog box.

Setting Up Custom Sliders

Dynamic HomeFinder, by default, always sets up **Bathrooms** as the bottom range slider. You may replace the **Bathrooms** slider with a number of other sliders. This is accomplished by clicking on the Custom button Sorry, no pictures online to bring up the Custom Slider dialog box that is shown in Figure 3-1.

Sorry, no pictures online

Figure 3-1. Custom Slider Dialog Box

You have the choice of nine sliders. **Acreage, Basement sqft, Bathrooms, Cost per sqft, Finished sqft** and **Garage stalls** are available for all listing types. **Sold price, Closing date**, and **Days on Mkt** are available only when sold listings are viewed.

A custom slider is selected by clicking on a round button and then clicking the **OK** button. The bottom range slider is replaced with the selected custom slider.

The **Cancel** button may be used to cancel any changes from the Custom Slider dialog box.

Calculator

Dynamic HomeFinder provides easy access to a calculator by clicking in the Calculator button Sorry, no pictures online. This is the Microsoft Windows Calculator and you may refer to its help menu for instructions on its use. You exist the calculator by selection **Close** from the calculator's main window menu button.

Changing the default startup profile

It is also possible to specify a default profile to always use when the system starts up. Simply save a profile using the steps outlined earlier and name the file `DEFAULT.PRF'. The system will automatically detect the file's presence and will automatically initialize the HomeFinder using that profile. If you do not provide this file, the system will simply reset the HomeFinder to all maximums upon startup.

Conclusion

By reading and using the Dynamic HomeFinder controls explained in the previous sections, you now have the experience necessary to use Dynamic HomeFinder both efficiently and effectively.

At this point you are encouraged to practice using Dynamic HomeFinder with the sample scenarios found in the next section.

Exercises: Sample Buyer Scenarios

Below is a sample list of tasks that can be accomplished using the HomeFinder. Use this list as a quiz or just glance over the list to get an idea of the wide range of situations that the HomeFinder can help with. If you are evaluating the HomeFinder and cannot think of any real-life scenarios to try, you can use these. Note that the data in these scenarios are fictitious and therefore may not result in any matches with current actual data. Feel free to adjust the numbers as necessary to get adequate matches with real data.

1. Mom and Dad are looking for a 2 bed & 2 bath condo or townhouse for child attending CU, 15 minutes walking distance to CU. Up to $120K. Print out a buyer summary of at least two representative listings to give to your clients to drive by.

2. Disabled buyer looking for a ramped 2 bed, 2 bath condo or ranch-style house in Louisville or Lafayette, up to $200K. Find the least expensive home that meets the criteria and display the agent's name and phone number so a showing can be set up and ramp accessibility can be verified.

3. Veteran buyer with very little money needs a 1 or 2 bedroom house (not a condo) for $120,000 or less in Boulder, qualifying for FHA or VA. Print out a detailed report of all homes that match and then save the client's profile for later use. (See Chapter 3, Getting the most out of the Dynamic HomeFinder, for instructions on how to save and restore profiles.)

4. Restart the system and restore the previously saved client's profile above, but increase the cost to $150,000 and get a count of how many more homes are available for $150,000 than were available for $120,000. (You will use this information to convince your buyer to possibly come up with another $30,000 to live in Boulder.)

5. Young couple looking for a home (no style preference) with 2 bedrooms and a study or 3 bedrooms and a one car garage, preferably near some major open space for them to walk their large dog. Prefer Boulder, Louisville, or Gunbarrel and can afford up to $250k. Pretend you are sitting down with a client and zoom-in on matching listings. Scroll the map to look for nearby lakes, parks, etc.. Click on homes that are near open space, examine the details, and then mark the listing if you think your client would like it. After examining all homes, print out a summary buyer and agent showing report of these marked homes to setup showings.

6. Client looking for a $180k house in Broomfield in the Kohl or Broomfield Heights subdivisions. Any style of house. Neighborhood is important. Display a buyer summary report of the matching listings on the screen.

7. Family looking for a 2,000 sqft house with a large master suite on the main floor (probably a ranch). Needs to be no more than 10 miles outside of Boulder. Between 180K and 220K. Client and agent happen to both be familiar with email, so the agent wants to save a detailed listing for all of these listings to a file for later import into email.

8. Commuter couple desires a relatively new house (< 10 years old), between 300k and 500k and have a 2-car garage. Drive to Boulder must be under 30 minutes. Printout a high-level screen/map report so the client can see what areas are most likely to have these types of homes. Now find the house that meets the above criteria but also has the greatest square footage. Zoom-in to this home and then print a screen capture/map so the client can see the neighborhood.

9. College student wants 1 or 2 BR condo with 1.5 baths. 850 sqft or less. 90K to 110K. Must be in Boulder, preferably west of Broadway. See how many condos match these criteria. Now refine the search to look for only those listings that are less than 5 years old. Finally, print out a buyer summary listing for these listings.

10. Family searching for a 4 bedroom, 2 story home with all bedrooms upstairs. Needs to be less that 10 years old and have a formal dining room and a large kitchen. $180K to 250K. Browse through home descriptions for appealing comments regarding kitchen/dining room and then printout a summary report of these listings.

11. Student searching for a bachelor pad. Needs to be a 2-3 BR townhouse or condo less than 15 min to CU. Wants open floor plan with DRAMA. Listing should be at least 1500 sqft with lots of windows and have a 2 car garage. Loft is a plus. 150K-200K. Scan through the homes, searching comments fields for homes that might have an open floor plan, drama, and/or lots of windows. Mark these homes and printout a summary of the marked homes.

12. Elderly granny downsizing to 2 BR ranch-style house. Wants no maintenance small fenced yard w/garden and handicap accessible. Louisville area under 175K and close to park. Printout a summary report and then save report to a file for the agent to then generate their own personalized showing packet.

13. Referral from agent in CA. CEO rescuing company here is relocating. Wants lots of sqft, open floor plan, fireplace, BIG great room, luxury neighborhood, big kitchen, 3-car garage, $500-800k, but doesn't want a big lot. Boulder mailing address, but not in the foothills. Printout a buyer summary report, screen capture showing areas with these types of homes and then a detailed listing of one listing as a 'teaser'.

14. Realtor on floor duty receives incoming call. Caller wants to know what a 'typical' 3BR home in Boulder costs? Use the CMA report w/statistics to get the average price of a 3BR home in Area 1.

Exercises: Sample Prospecting and Seller Scenarios

1. You are going on floor duty, printout a summary of listings by Fowler agents (code FWLR).

2. Being the broker for Fowler, you decide you want to send out a thank-you card to all the new homeowners that purchased homes FROM Fowler agents in the last month. Print a 30-label report to the printer, addressed to "HAPPY HOMEOWNER", of these recently sold homes.

3. Realtor prepares a CMA. Look for all solds inside the city of Boulder. Between 120K and 170K. All must be ranches with basements. Then wants to narrow down list to just those that match in Martin Acres. Print out details on matching homes along with a summary report showing price range.

4. Realtor on floor duty receives an incoming call. Caller is moving in a month. Describes house as less than 5yrs old, 2,000sqft with 3 BR and 2.5 baths with a walkout basement. Has 2-car garage, in excellent condition, and has great views of the mountains and located in the Table Mesa area. Caller

wants to know how much it would be listed for. Printout a CMA report with comparable listings in and price range.

5. Client wants to sell a West Boulder Victorian style house that was bought 1 year ago for 330K in 10/93. Since then, client has added a garage, but destroyed some landscaping at the same time. House has 4 BR and 2,500 sqft with lots of charm and character. Printout any comparable listings and try to determine average cost per square foot for that type of home since this house is so large for its age.

6. Realtor has an informal listing presentation. Seller is looking for prices of homes in neighborhood. Realtor shows what homes have sold for in the area (3 mile radius) and/or street/address range. Specify year, sqft, and bedroom ranges for query. Print out a detailed summary of all chosen comparable listings selected by the Realtor and then printout a CMA report including price range and averages.

Chapter 4
Updating Dynamic HomeFinder Listings

The listings used by Dynamic HomeFinder originate from Maestro and are stored locally by Dynamic HomeFinder. These listings must be periodically updated if they are to remain consistent with the listings in Maestro. This chapter explains how Dynamic HomeFinder listings are updated.

You may only update Dynamic HomeFinder listings if you are both a registered Dynamic HomeFinder and Maestro user. If you are not a registered Dynamic HomeFinder user, you are prevented from accessing the Update dialog box. If you are not a registered Maestro user, you will not be able to login into Maestro to access the listing data.

To update the listings used by Dynamic HomeFinder, click on the Update button Sorry, no pictures online to bring up the Update Wizard dialog box (See figure 4-1).

Sorry, no pictures online

Figure 4-1. Update Wizard Dialog Box

The Update Wizard dialog box in general provides instructions and steps to perform the update. As the update proceeds, the check boxes are automatically checked-off. After you have read the instructions in the dialog box, click the **Start** button and the update will begin. If you decide not to do the update, click the **Abort** button.

The Update Wizard begins by displaying the Detailed Download Instructions dialog box (See Figure 4-2). This dialog box provides explicit instructions to help you dial into Maestro, download the listings, store them to a file, and use the downloaded listings to update Dynamic HomeFinder.

Along with the Detailed Download Instructions dialog box, the Wizard also displays another dialog box that explains how to pop back and forth between the Update Wizard window and the Borcom/Photocom windows. This is done by holding down the **Alt** and the pressing the **Tab** key, and then releasing them. This should toggle you between those two windows. If this does not toggle you between the Update Wizard and Borcom/Photocom, then hold the **Alt** key down and press the **Tab** key until you see the Dynamic HomeFinder Update Wizard name displayed in a small dialog box. You will probably need to toggle back and forth between the Update Wizard and Borcom/Photocom so you can read the directions

from the Detailed Download Instructions dialog box unless you keep this user guide handy, in which case you may simple refer to these pages for instructions.

Sorry, no pictures online

Figure 4-2. Detailed Download Instructions Dialog Box

When you are ready to dial up Borcom/Photocom, click the **OK** button. The Update Wizard will automatically startup Borcom/Photocom for you. You must then dial and connect to Maestro per Maestro instructions.

Please be aware that Maestro currently limits the number of listings that can be downloaded to 400. If you select a download that contains more than 400 listings, you will need to break the listings into two or more download files. The Detailed Download Instructions dialog above explains how to do this.

Unfortunately, a bug in Borcom/Photocom sometimes causes buffer overflow errors, which appear in red, when downloading updates. If this occurs, try the steps listed in the dialog below:

Sorry, no pictures online

Figure 4-3. Overflow Error Instruction Dialog Box

Manually Updating from DOS

In the event you are unable to update Dynamic HomeFinder listing directly the Update Wizard because:

You are receiving COM errors,

You don't have a modem on the same computer you are running HomeFinder on (such as a laptop),

Photocom is not installed in the Dynamic HomeFinder installation directory, or

Photocom just won't run properly from Windows

You may also update Dynamic HomeFinder listings from DOS. The steps to do this are as follows:

1. Run Photocom under DOS and download listings from Maestro per the instructions supplied in the Detailed Download dialog box.

2. Manually copy the downloaded update file (UPDATE) from the directory where you ran Photocom to the Dynamic HomeFinder installation directory (usually C:\PHOTOCOM), even if on a different computer.

3. From the Dynamic HomeFinder installation directory in DOS, type: `PERL MUPDATE.PL UPDATE'.

4. After the conversion is complete, start Windows and run Dynamic HomeFinder to access updated listings.